



Secretary of State  
Business Programs Division

1500 11<sup>th</sup> Street, 3<sup>rd</sup> Floor  
Sacramento, CA 95814

Business Entities  
(916) 657-5448

## FOREIGN NAME REGISTRATION

A foreign corporation not transacting intrastate business in California, but wishing to protect the name for future use, may register its corporate name with this office, provided the name would be available pursuant to [Section 201](#), California Corporations Code. To accomplish this, the corporation would file an application for registration in compliance with California Corporations Code [Section 2101](#). A Registration of Corporate Name by Foreign Corporation form designed for compliance with these requirements is attached.

The registration is effective until the close of the calendar year in which the application for registration is filed. A corporation may renew its registration by filing a new form between October 1 and December 31 of each year. The renewal, when filed, extends the registration for the following calendar year. The attached form may be used for initial registration, or for renewal if the foreign corporation has previously registered its corporate name with the Secretary of State.

There must be attached to the registration form a certificate issued by an authorized public official of the state or place of incorporation which states that the corporation is an existing corporation in good standing status in that state or place. A certified copy of the Articles of Incorporation does not meet statutory requirements and cannot be accepted in lieu of the required certificate.

The fee for registering the name of a foreign corporation for the calendar year is \$50.00. Check(s) should be made payable to the Secretary of State.

The original and at least two copies of the Registration of Corporate Name form should be included with your submittal. The Secretary of State will certify two copies of the filed document without charge, **provided that the copies are submitted to the Secretary of State with the document to be filed**. Any additional copies submitted will be certified upon request and payment of the \$8.00 per copy certification fee.

Foreign name registration documents are not filed in regional offices. Documents **must** be mailed or hand delivered for over-the-counter processing to the Sacramento office at:

Business Programs Division  
1500 11<sup>th</sup> Street  
Sacramento, CA 95814  
Attention: Document Filing Support Unit

(916) 657-5448

A \$15.00 **special handling fee** is applicable for processing documents delivered in person at the public counter in the Sacramento office. The \$15.00 special handling fee must be remitted by separate check of each submittal and will be retained whether the documents are filed or rejected. The special handling fee does not apply to documents submitted by mail.

Preclearance or expedited filing of *eligible corporate documents* can be requested in a specified time frame, for an additional fee (in lieu of the \$15.00 special handling fee), as described in the [Preclearance/Expedited Filing Service Information](#). The preclearance/expedited filing service is not available in the regional offices.

To facilitate the processing of documents mailed to our office, a self-addressed envelope and a letter referencing the corporate name as well as your own name, return address and telephone number should also be submitted.



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## **EXPANSION OF PRECLEARANCE AND EXPEDITED FILING SERVICES (Effective Monday, October 2, 2006)**

We are pleased to announce that our preclearance and expedited filing services have been expanded to include all business entity documents filed with the Secretary of State pursuant to the California Corporations Code, the California Financial Code or the California Insurance Code. These services, previously offered only for specified corporate documents, are now available for all corporate, limited liability company and limited partnership documents, including interspecies mergers and conversions, and for all other documents filed by other entity types. In addition, the number of copies required to be submitted for the preclearance service has been reduced from two to one.

Preclearance service provides a customer with the opportunity to submit a business entity document in person to the Secretary of State's Sacramento office prior to filing to determine if the document conforms to law and to receive a preclearance response within a guaranteed time frame.

Expedited filing service provides a customer with the opportunity to submit for filing a business entity document in person to the Secretary of State's Sacramento office and to receive a filing response within a guaranteed time frame.

Please refer to the Secretary of State's website at <http://www.ss.ca.gov/business/precexp.htm> for detailed information regarding the preclearance and expedited filing services.

Authority cited: Title 2, California Code of Regulations, sections 21904 and 21905; and Government Code section 12182.

# REGISTRATION OF CORPORATE NAME BY FOREIGN CORPORATION

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_, a corporation organized  
and existing under the laws of \_\_\_\_\_, hereby applies for  
(State or Place of Incorporation)  
registration of its corporate name and makes the following statement:

This corporation, incorporated on \_\_\_\_\_, desires  
(Date of Incorporation)  
to register its name under Section 2101, California Corporations Code.

\_\_\_\_\_  
(Name of Corporation)

\_\_\_\_\_  
(Signature of Corporate Officer)

\_\_\_\_\_  
(Typed Name and Title of Officer Signing)